

Joining Instructions

Welcome to ECEL 2010

This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Important document downloads

1. If you need a certificate of attendance you should download it from here, fill out your details, print it out and bring it to the registration desk for stamping.
<http://academic-conferences.org/ecel/ecel2010/ecel10-glace.htm>
2. Map showing the location of the University and the Hotel Ibis Porto S. João in Porto
<http://academic-conferences.org/ecel/ecel2010/ecel10-venue.htm>
3. Campus map: <http://academic-conferences.org/ecel/ecel2010/ecel10-glace.htm>
4. Updated timetable can be downloaded from
<http://academic-conferences.org/ecel/ecel2010/ecel10-timetable.htm>
5. Booklet of abstracts: <http://academic-conferences.org/ecel/ecel2010/ecel10-glace.htm>

(You will receive a copy at the conference but it is downloadable in case you would like to see it in advance).

Title
ECEL 2010 Porto

Description
9th European Conference on e-Learning

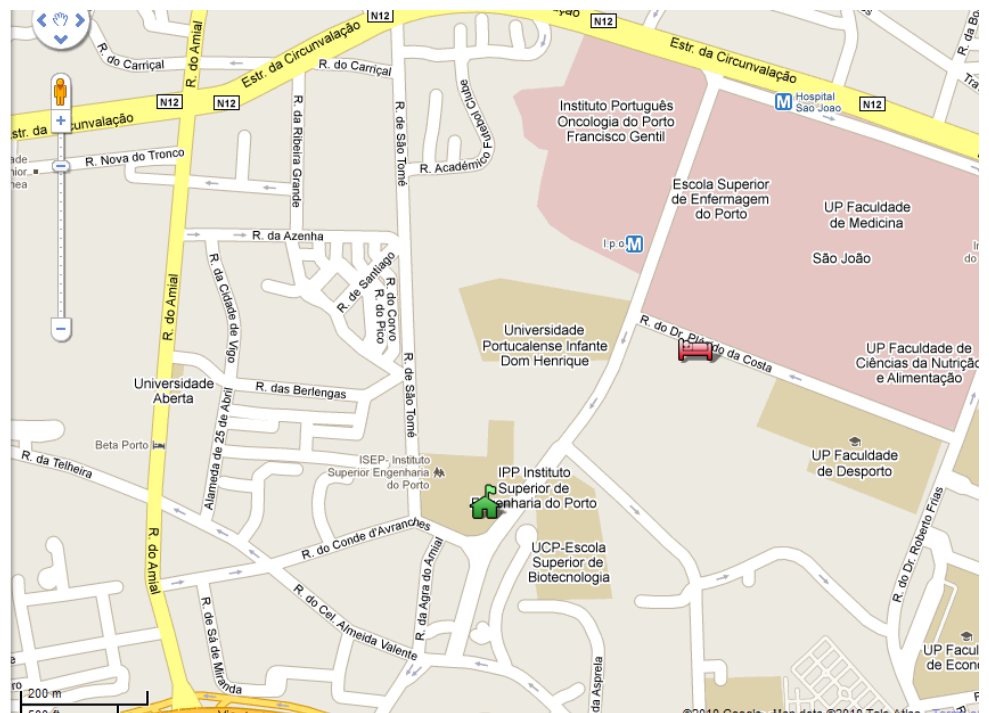
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- Public - Shared with everyone. This map will be published in search results and user profiles.
- Unlisted - Shared only with selected people who have this map's URL.

[Conference Venue](#)
Instituto Superior de Engenharia do Porto, (ISEP) Port

[Conference Hotel](#)
HOTEL IBIS PORTO SÃO JOÃO Rua Dr. Plácido Cos

[Conference Dinner](#)
Taylor Fladgate & Yeatman (Taylor's) Rua do Choupel



A larger version of this map can be accessed from:

<http://academic-conferences.org/ecel/ecel2010/ecel10-venue.htm>

Contacting Us

The ACI team will be Sue Nugus, Peter and Derry Barrett and Diane Benjamin.

We are staying at **Hotel Ibis Porto S. João in Porto** from Wednesday 3rd of November and can be contacted on +44 (0) 7791 840 999.

The Venue

The conference is being held at Instituto Superior de Engenharia do Porto, Rua Dr. António Bernardino de Almeida, 431 4200-072 Porto Tel: +35.122.834.0500. The main Conference events will be in Building E which is the Entrance. See the campus map downloadable from the above link for the location of this Building.

Arriving in Porto

If you arrive at Porto airport you could take a taxi into the city. This will cost approximately €25-30 euros

Pre Conference Registration and Drinks

If you are in Porto on Wednesday evening, we invite you to come to the IBIS Hotel where you will be able to register for the conference, receive your conference pack and join us for a complimentary drink. This will give you the opportunity to meet some other participants or meet up with colleagues. We will have a registration desk here between 1830 and 1930. You can see the location of the hotel on the map above.

Hotel Check-in/Checkout arrangements

If you booked your accommodation through ACI you will be staying in the **Hotel Ibis Porto S. João in Porto**. Rua Dr Placido Costa 4200-450 - PORTO. You will be able to leave luggage with the conference reception desk if you are departing on Friday. You have paid for bed and breakfast. You will be asked for a credit card on check-in to cover any extras you may incur.

Conference Dinner

The conference dinner on **Thursday 4th of November 2010** is being held in the **Taylor's Port Wine Lodges**. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Friday 29th of October**, so if you do not confirm to me that you are attending there may not be a place for you. There will be buses to take us to the conference dinner from the Instituto Superior de Engenharia do Porto.

Please let me know if you have special dietary requirements and we will try to accommodate them.

Lunches and refreshments will be provided on both days of the conference.

Your Presentation

If you are presenting a paper at the conference you should look at the updated timetable, which is on the website at <http://academic-conferences.org/ecel/ecel2010/ecel10-timetable.htm> . Also check with the conference desk when you register, as we might have had to make last minute changes to the timings. There will be PowerPoint 2007 projection facilities available in each room. **If you send me your presentation I will upload it onto the conference computers in advance for you. If you do not do this by Tuesday 2nd of November, you should bring it with you on a data stick. You can either run your presentation from your USB stick - or you can upload it onto the computer ahead of your presentation.** If you are not planning to attend the full conference it is essential that you tell us when you will be arriving in preparation for your presentation. If you are not present at the break before your session start the Chair may assume you are not coming. Each session is allotted 30 minutes. This means a 20 minute presentation and 5 minutes for questions, leaving 5 minutes to change over from session to session.

Posters

You will be told where to display your poster when you arrive on Thursday morning. We encourage you to display your poster for the full duration of the conference. You should stand by your poster at the Thursday afternoon tea break when other participants will expect you to be there and be able to discuss your research.

Certificate of Attendance

If you need a signed certificate of attendance you can download a template certificate from the downloads area of the website at <http://academic-conferences.org/ecel/ecel2010/ecel10-glance.htm> Fill out the details and then print it out and bring this with you to the conference where we will have it officially stamped for you.

Invoice Receipts

If you require a stamped invoice to prove payment, please bring your original invoice with you (sent to you by email when you registered) and we can then stamp it for you.

I look forward to meeting you in Porto. Have a safe journey.

Sue Nugus

sue@academic-conferences.org

+44 - 118 -972 4148